

COD Phase-In Participant Test Case Guide for Phase III and IV

Introduction

The Phase-In Participant is a school that communicates with COD over the SAIG using the “legacy” fixed-length record formats defined in the *Direct Loan and Federal Pell Grant Program Technical References*. The Phase-In Participant does NOT use XML to communicate with COD. The COD System is a technical solution designed to accommodate the COD Process for Pell Grant and Direct Loan funding and campus-based reporting. Phase-in participants should expect no differences with the COD record processing.

Phase-In Participants can test with structured test cases and expected results provided by COD for Phases IIIa, IIIb, IVa, and IVb. Testing on the COD Web and using their own test cases is not available for Phase-In Participants. Phase-In Participants do not participate in Phase II.

1.0 Test Data Sent from Schools to COD

This section provides an overview of the different records Phase-In Participants send to COD during the school testing process. Each type of record and its general functionality are described below. General test conditions are also discussed.

1.1 Origination Records

To initiate processing, the school sends origination records to the COD System via the SAIG, using the following message classes:

- **DTSF03IN (Batch Type #D) for Direct Subsidized and Unsubsidized Loan**
- **PTOR03IN (Batch Type #O) for Pell Grants**

The origination records contain personal information, including name, address, college grade level, anticipated disbursement information, and so on. The records are validated, processed and Origination Acknowledgment Records are returned to the schools. This acknowledgment notifies the school about the acceptance or rejection of each origination.

Testing with the predefined test data covers the origination of the following seven student scenarios:

- Three Pell Grants
- Two Direct Subsidized loans
- Two Direct Unsubsidized loans

The record layouts for the origination records are provided in the *Federal Pell Grant Program Technical Reference* and the *Direct Loan Technical Reference*.

1.2 Disbursement Records

When a school makes actual disbursements to students, it must notify COD. This information is communicated to COD when the school sends actual Disbursement Records via the SAIG. These records inform COD of different types of disbursement activities, including adjustments to disbursement amounts and dates. These records are sent to COD using the Disbursement Record Layout, message classes:

- **DTSD03IN (Batch Type #H) for Direct Subsidized and Unsubsidized Loans**
- **PTDR03IN (Batch Type #D) for Pell Grants**

COD then performs edits on these records and returns a Disbursement Acknowledgment to the school. The Disbursement Acknowledgment indicates whether each Disbursement Record has been accepted or rejected.

Testing with the predefined test data covers the following types of Direct Loan disbursement records:

- Actual disbursements
- Adjustments to actual disbursement amounts
- Adjustments to actual disbursement dates

The record layouts for the actual Disbursement Records are provided in the *Federal Pell Grant Program Technical Reference* and the *Direct Loan Technical Reference*.

1.3 Change Records

After an origination record has been processed and accepted by COD, a school may update or modify the origination record data by submitting change records.

Loan Origination Change Records are sent to COD using message classes:

- **DTSC03IN (Batch Type #E) for Direct Subsidized and Unsubsidized Loans**
- **PTOR03IN (Batch #O) for Pell Grants**

Note: If a Pell Origination Record needs to be changed, the school submits an updated origination record for the student.

COD validates each change record, updates the COD database, and returns a Change Acknowledgment to the school.

Testing with the predefined test data covers changes to student demographic data and award amounts.

The record layout for the Direct Loan Origination Change Record is provided in the *Direct Loans Technical Reference*.

2.0 Test Data Received by the Schools from COD

This section provides an overview of the different record types that are received by a school from COD during the test process.

2.1 Origination Acknowledgment

The Origination Acknowledgment notifies a school of the acceptance or rejection of each origination record sent within a specific batch of records. This acknowledgment is sent using one of the following message classes:

- **DTSF03OP (Batch Type #D) for Direct Subsidized and Unsubsidized Loans**
- **PTOA03OP (Batch Type #O) for Pell Grants**

The record layouts for the Origination Acknowledgment are provided in the *Federal Pell Grant Program Technical Reference* and the *Direct Loan Technical Reference*.

2.2 Disbursement Acknowledgment

The Disbursement Acknowledgment notifies a school of the acceptance or rejection of each actual disbursement activity record sent within a specific batch of records. This acknowledgment is sent using the message classes of:

- **DTOD03OP (Batch Type #H) for Direct Subsidized and Unsubsidized Loans**
- **PTDA03OP (Batch Type #D) for Pell Grants**

Direct Subsidized and Unsubsidized loans book when an accepted origination record, an accepted promissory note, and an accepted first actual disbursement record are on file. The Booking Notification (**DTOD03OP Batch Type #B**) notifies the school of the booking status and book date of first disbursement (loan). The disbursement is indicated with disbursement activity type “L.” This information assists in the reconciliation process.

The record layouts for the Disbursement Acknowledgment are provided in the *Federal Pell Grant Program Technical Reference* and the *Direct Loan Technical Reference*.

2.3 Change Acknowledgment

For Direct Loan, the Loan Origination Change Acknowledgment notifies a school of the acceptance or rejection of each change to a loan origination record sent in a specific batch of records. For Pell, a change to an origination record is acknowledged by an Origination Acknowledgement.

This acknowledgment is sent using the message classes:

- **DTOC03OP (Batch Type #E) for Direct Subsidized and Unsubsidized Loans**
- **PTOA03OP (Batch Type #O) for Pell Grants**

The record layout for the Loan Origination Change Acknowledgment is provided in the *Direct Loan Technical Reference*. The record layout for the Pell Origination Acknowledgement is provided in the *Federal Pell Grant Program Technical Reference*.

3.0 Test Execution

In this section, record profiles are described for each award tested during the process. Use these test scripts in conjunction with the record layouts detailed in the *Federal Pell Grant Program and Direct Loan Technical References (2002-2003)*. Specific data are defined, and step-by-step instructions for executing the test are provided. Below is a checklist of the major steps in the testing process:

Testing Checklist		
Step	Task	Task Completed
1	Schedule test date with the COD School Relations Center.	
2	Prepare a test environment using a Test Destination Mailbox and Test Message Classes.	
3	Prepare the test environment for the logical COD system date identified by the COD School Test Team.	
4	Receive a Technical Readiness Call from COD School Relations Center.	
5	Prepare the test data (received from COD) for Submission Cycle 1 using the test Common School Code.	
6	Send the test data to COD via the SAIG.	
7	Receive notification from COD that the acknowledgments are on the SAIG. Pull the acknowledgments into the school system.	
8	Validate data and expected results.	
9	Call the COD School Relations Center to confirm results before proceeding.	
10	Repeat steps 5 through 9 for Submission Cycle 2.	
11	Receive notification from COD that the testing cycle is complete.	
12	Reset the school's system defaults for production, and verify that all test loans are adjusted to \$0. Reset the system date to the correct current date. Note: If the school does not reset the defaults, it may cause errors to the production data.	

3.1 Test Loan Profiles

Case #1: Student 1 applies for a Pell Grant. This student is a graduate student (Grade level = 7), and is not eligible for a Pell Grant. The first submission contains the Pell Origination Record. The school receives a

reject origination acknowledgement record awarding \$0 to the ineligible graduate student. This case is not included in the second submission cycle.

Case #2: Student 2 applies for a Pell Grant. This student is a second-year student (Grade level = 2), and is eligible for a Pell Grant. The first submission contains the Pell Origination Record. The student is awarded \$850. The second submission includes another origination record sent for a change in the student's address and the submission of an actual disbursement record for the Pell award.

Case #3: Student 3 applies for a Pell Grant. This student is an incoming first-year student (Grade level = 0), and is eligible for a Pell Grant. The first submission contains the Pell Origination Record. The student is awarded \$4000. The second submission includes the first actual disbursement and the following second actual disbursement.

Case #4: Student 4 applies for a Direct Subsidized Loan. This student is a second-year student (Grade level = 2), and the loan is for \$3,225. The first submission contains the loan origination record. The second submission includes an origination change record due to a change in the student's Social Security Number and last name and the submission of a first actual disbursement record.

Case #5: Student 5 applies for a Direct Subsidized Loan. This student is a third year student (Grade level = 3), and the loan is for \$5,000. The first submission contains the loan origination record. The second submission includes the first actual disbursement record.

Case # 6: Student 6 applies for a Direct Unsubsidized Loan. This student is a graduate student (Grade level = 6), and the loan is for \$3,225. The first submission contains the loan origination record. The second submission includes an origination change record due to a decrease of the loan amount approved and a decrease of the anticipated disbursements and the submission of the first actual disbursement record.

Case #7: Student 7 applies for a Direct Subsidized Loan and an Unsubsidized Loan. This student is a second-year student (Grade level = 2). The first submission contains a loan origination record for a \$2000 subsidized loan and a loan origination record for a \$1500 unsubsidized loan. This case is not included in the second submission cycle.

3.2 Creating Unique Social Security Numbers

Because there are a large number of schools participating in this test, it is desirable to have unique Social Security numbers (SSNs) submitted for test records. The following formula is recommended to generate the SSNs for the school's test data. The ISIRs that COD provides contains the last five characters of the school's TG mailbox number as the first five numbers of each SSN. For example, if a school's TG mailbox number is TG77778 and the test data defines a SSN of ###-##-0001, it would use 777-78-0001.

Note: These students will already be created for you and provided in an ISIR file. The last four digits of the SSNs may vary from the below Matrix, but the COD School Relations Center will provide this information prior to testing.

3.3 Student Profile Matrix

Student Profile Matrix				
Student Number	Award Type	Student SSN	First Submission	Second Submission
1 (Send)	Pell	###-##-0001	Pell Origination Record	N/A
1 (Receive)	Pell	###-##-0001	Pell Origination Acknowledgement – Reject	N/A
2 (Send)	Pell	###-##-0002	Pell Origination Record	Updated Origination Record First Actual Disbursement
2 (Receive)	Pell	###-##-0002	Pell Origination Acknowledgment	Origination Acknowledgment Disbursement Acknowledgment Origination Acknowledgment

Student Profile Matrix				
Student Number	Award Type	Student SSN	First Submission	Second Submission
3 (Send)	Pell	###-##-0003	Pell Origination Record	First Actual Disbursement Second Actual Disbursement
3 (Receive)	Pell	###-##-0003	Pell Origination Acknowledgment	Disbursement Acknowledgment
4 (Send)	Direct Loan (Subsidized)	###-##-0004	Loan Origination Record	Loan Origination Change Record First Actual Disbursement Change to SSN, last name, and student permanent address
4 (Receive)	Direct Loan (Subsidized)	###-##-0004	Loan Origination Acknowledgment	Loan Origination Change Acknowledgement Disbursement Acknowledgment Booking Notification
5 (Send)	Direct Loan (Subsidized)	###-##-0005	Loan Origination Record	First Actual Disbursement
5 (Receive)	Direct Loan (Subsidized)	###-##-0005	Loan Origination Acknowledgment	Disbursement Acknowledgment Booking Notification
6 (Send)	Direct Loan (Unsubsidized)	###-##-0006	Loan Origination Record	Loan Origination Change Record First Actual Disbursement Update award amount and disbursement amounts

Student Profile Matrix				
Student Number	Award Type	Student SSN	First Submission	Second Submission
6 (Receive)	Direct Loan (Unsubsidized)	###-##-0006	Loan Origination Acknowledgment	Loan Origination Change Acknowledgment Disbursement Acknowledgment Booking Notification
7 (Send)	Direct Loan (Unsubsidized)	###-##-0007	Loan Origination Record	N/A
7 (Receive)	Direct Loan (Unsubsidized)	###-##-0007	Loan Origination Acknowledgment	N/A

3.4 Preparing the Test Environment

It is necessary to define separate, independent regions for test and production data. Before proceeding with testing, a school must verify that the method defined is valid and that any test data created does not mix with live production data within a school's environment.

Verification of the COD logical date for each school testing date is required. This date must also be used to create the input file(s).

3.5 Setting System Defaults

For the Testing Process, any defaults in a school's system should be set as follows:

- **Institution Code = individual school code**
- **For Pell:**
 - Cost of Attendance = 9000
 - Enrollment Status = 1 (Full-time)
 - Academic Calendar = 3 (Semesters)
 - Payment Methodology = Formula 1
 - Estimated Disbursement Date #1 = 07/02/2002
 - Estimated Disbursement Date #2 = 07/15/2002

- **For Direct Loan:**

- Promissory Note Print Options = Promissory note prints on-site at school
- Disclosure Statement Print Option = COD prints and sends to borrower
- Subsidized/Unsubsidized Fee Percentage = 3.00 %
- Interest Rebate Percentage = 1.50 %
- First Disbursement Date = 07/07/2002
- Second Disbursement Date = 07/15/2002
- Loan Period Start Date = 07/02/2002
- Loan Period End Date = 07/01/2003
- Student's Academic Year Start Date = 07/02/2002
- Student's Academic Year End Date = 07/01/2003

Note: The loan period start and end dates must be equal to or within the Student's academic year start and end dates.

3.6 First Submission Cycle

In the first submission cycle, a school originates three Pell Grants and four Direct Loans. If a school does not participate in Pell, it may skip ahead to case #4. Conversely, if a school does not participate in Direct Loans, skip test cases 4-7.

- **Three Pell Grants**
- **Three Direct Subsidized loans**
- **Two Direct Unsubsidized loans**

Once the loans are originated, a school creates two files (batches) to be sent to COD:

First Submission Cycle File One			
File Description	Batch Type	Message Class	Number of Records in File Detail
Pell Origination	#O	PTOR03IN	3
Full Loan (Subsidized/Unsubsidized) Origination	#D	DTSF03IN	5

COD processes the files, and the school will receive two files from COD in return:

First Submission Cycle File Two			
File Description	Batch Type	Message Class	Number of Records in File Detail
Pell Origination Acknowledgment	#O	PTOA03OP	3
Full Loan (Subsidized/Unsubsidized) Origination Acknowledgment	#D	DTSF03OP	5

The following steps assist a school in completing these tasks:

Case #1—Pell Grant	
Step	Action/Input
1	<p>Create a Pell Origination for Student #1 with an SSN = ###-##-0001, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0001.</p>
2	<p>If you have loaded the provided Test ISIR file, some of the following data for this Pell transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student's Current SSN: "###-##-0001"</p> <p>Student's Date of Birth: "01/01/1981"</p> <p>Student's Last Name: "Test1"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "P"</p> <p>Award specific data:</p> <p>Origination ID: (on ISIR)</p> <p>Original SSN: "###-##-0001"</p> <p>Original Name Code: (on ISIR)</p>

Case #1—Pell Grant	
Step	Action/Input
	<p>Attended Campus Pell-ID: ##### (school code)</p> <p>Award Amount for entire school year: “4000.00”</p> <p>Estimated Disbursement Date #1: “07/02/2002”</p> <p>Estimated Disbursement Date #2: “07/15/2002”</p> <p>Enrollment Date: “07/01/2002”</p> <p>Transaction #: “01”</p> <p>Expected Family Contribution (EFC): “0”</p> <p>(Secondary EFC is NOT used in this test case)</p> <p>Academic Calendar: “3” (semesters)</p> <p>Payment Methodology: “1”</p> <p>Cost of Attendance: 9000</p> <p>Enrollment Status: “1” (full-time)</p>
3	Save the record in your system.

Case #2—Pell Grant	
Step	Action/Input
4	<p>Create a Pell Origination for Student #2 with an SSN = ###-##-0002, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0002.</p>
5	<p>If you have loaded the provided Test ISIR file, some of the following data for this Pell transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student’s Current SSN: “###-##-0002”</p> <p>Student’s Date of Birth: “02/02/1982”</p> <p>Student’s Last Name: “Test2”</p> <p>Student’s First Name: “Student”</p> <p>Student’s Middle Initial: “P”</p>

Case #2—Pell Grant	
Step	Action/Input
	<p>Award specific data:</p> <p>Origination ID: (on ISIR)</p> <p>Original SSN: “###-##-0002”</p> <p>Original Name Code: (on ISIR)</p> <p>Attended Campus Pell-ID: ##### (school code)</p> <p>Award Amount for entire school year: “850.00”</p> <p>Estimated Disbursement Date #1: “07/02/2002”</p> <p>Estimated Disbursement Date #2: “07/15/2002”</p> <p>Enrollment Date: “07/01/2002”</p> <p>Transaction #: “01”</p> <p>Expected Family Contribution (EFC): “3119”</p> <p>(Secondary EFC is NOT used in this test case)</p> <p>Academic Calendar: “3” (semesters)</p> <p>Payment Methodology: “1”</p> <p>Cost of Attendance: 9000</p> <p>Enrollment Status: “1” (full-time)</p>
6	Save the record in your system.

Case #3—Pell Grant	
Step	Action/Input
7	<p>Create a Pell Origination for Student #3 with an SSN = ###-##-0003, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0003.</p>
8	<p>If you have loaded the provided Test ISIR file, some of the following data for this Pell transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student’s Current SSN: “###-##-0003”</p>

Case #3—Pell Grant	
Step	Action/Input
	<p>Student's Date of Birth: "03/03/1982"</p> <p>Student's Last Name: "Test3"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "P"</p> <p>Award specific data:</p> <p>Origination ID: (on ISIR)</p> <p>Original SSN: "###-##-0003"</p> <p>Original Name Code: (on ISIR)</p> <p>Attended Campus Pell-ID: ##### (school code)</p> <p>Award Amount for entire school year: "4000"</p> <p>Estimated Disbursement Date #1: "07/02/2002"</p> <p>Estimated Disbursement Date #2: "07/15/2002"</p> <p>Enrollment Date: "07/01/2002"</p> <p>Transaction #: "01"</p> <p>Expected Family Contribution (EFC): "0"</p> <p>(Secondary EFC is NOT used in this test case)</p> <p>Academic Calendar: "3" (semesters)</p> <p>Payment Methodology: "1"</p> <p>Cost of Attendance: 9000</p> <p>Enrollment Status: "1" (full-time)</p>
9	Save the record in your system.
10	<p>This is the last Pell record to be created for transmission to COD. The data file for the Pell records can be prepared now. The file should use the message class PTOR03IN with a batch type of #O.</p> <p>Once this file has been created, compare it with the expected results provided by the COD School Relations Center. (The record layout for this file is provided in the 2002-2003 Federal Pell Grant Program Technical Reference.)</p>

Case #4—Subsidized Loan	
Step	Action/Input
11	<p>Create a Subsidized Loan Origination record for Student #4 with an SSN = ###-##-0004, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is be 777-78-0004.</p>
12	<p>Verify that the Loan ID created by the system is correct. For the aforementioned example, the Loan ID should be 777780004S03G77778001.</p>
13	<p>If you have loaded the provided Test ISIR file, some of the following data for this subsidized loan transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student's Last Name: "Test4"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "S"</p> <p>Student's Permanent Address:"4 Main Street" "Newark, NJ 07111"</p> <p>Student's Telephone Number: "444-444-4444"</p> <p>Student's Local Address:"4 Main Street" "Newark, NJ 07111"</p> <p>Student's E-mail Address: "Test4@testing.edu"</p> <p>Student's Birth Date: "04/04/1980"</p> <p>Student's Citizenship: "1"(U.S. Citizen)</p> <p>Student's Alien Registration Number: "blank"</p> <p>Student's Default on Education Loans: "N" (No, not in default)</p> <p>Student's College Grade Level: "2" (2nd year, sophomore)</p> <p>Dependency Status: "D"</p>
14	<p>Loan-specific data:</p> <p>Loan Period Start Date: "07/02/2002"</p> <p>Loan Period End Date: "07/01/2003"</p> <p>Loan Amount: "3225"</p>

Case #4—Subsidized Loan	
Step	Action/Input
	<p>(Student's) Academic Year Start Date: "07/02/2002"</p> <p>(Student's) Academic Year End Date: "07/01/2003"</p> <p>Additional Unsubsidized Eligibility up to Health Profession Programs Amount: "blank"</p> <p>Note: If a school's system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record.</p>
15	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: "07/07/2002"</p> <p>1st Anticipated Disbursement Gross Amount "1613"</p> <p>Disbursement Fee Amount: "48"</p> <p>Interest Rebate Amount: "24"</p> <p>Disbursement Net Amount "1589"</p> <p>2nd Anticipated Disbursement Date: "07/15/2002"</p> <p>2nd Anticipated Disbursement Gross Amount: "1612"</p> <p>Disbursement Fee Amount: "48"</p> <p>Interest Rebate Amount: "24"</p> <p>Disbursement Net Amount "1588"</p>
16	Save the record on your system.

Case #5—Subsidized Loan	
Step	Action/Input
17	<p>Create a Subsidized Loan Origination record for Student #5 with an SSN = ###-##-0005, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student will be 777-78-0005.</p>
18	<p>Verify that the Loan ID created by the system is correct.</p> <p>For the aforementioned example, the Loan ID should be 777780005S03G77778001.</p>
19	<p>If you have loaded the provided Test ISIR file, some of the following data for this subsidized loan transmission may already be available in your system.</p>

Case #5—Subsidized Loan	
Step	Action/Input
	<p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student's Last Name: "Test5"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "U"</p> <p>Student's Permanent Address: "5 Main Street" "Newark, NJ 07111"</p> <p>Student's Telephone Number: "555-555-5555"</p> <p>Student's Local Address: "5 Main Street" "Newark, NJ 07111"</p> <p>Student's E-mail Address: "Test5@testing.edu"</p> <p>Student's Birth Date: "05/05/1981"</p> <p>Student's Citizenship: "1" (U.S. Citizen)</p> <p>Student's Alien Registration Number: "blank"</p> <p>Student's Default on Education Loans: "N" (No, not in default)</p> <p>Student's College Grade Level: "3" (3rd year, Junior)</p> <p>Dependency Status: "I"</p>
20	<p>Loan-specific data:</p> <p>Loan Period Start Date: "07/02/2002"</p> <p>Loan Period End Date: "07/01/2003"</p> <p>Loan Amount: "5000"</p> <p>(Student's) Academic Year Start Date: "07/02/2002"</p> <p>(Student's) Academic Year End Date: "07/01/2003"</p> <p>Additional Unsubsidized Eligibility up to Health Profession Programs Amount: "blank"</p> <p>Note: If a school's system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record</p>
21	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: "07/07/2002"</p>

Case #5—Subsidized Loan	
Step	Action/Input
	<p>1st Anticipated Disbursement Gross Amount “2500”</p> <p>Disbursement Fee Amount: “75”</p> <p>Interest Rebate Amount: “38”</p> <p>Disbursement Net Amount “2463”</p> <p>2nd Anticipated Disbursement Date: “07/15/2002”</p> <p>2nd Anticipated Disbursement Gross Amount: “2500”</p> <p>Disbursement Fee Amount: “75”</p> <p>Interest Rebate Amount: “38”</p> <p>Disbursement Net Amount “2463”</p>
22	Save the record to your system.

Case #6—Unsubsidized Loan	
Step	Action/Input
23	<p>Create an Unsubsidized Loan Origination record for Student #6 with an SSN = ###-##-0006, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0007.</p>
24	<p>Verify that the Loan ID created by the system is correct. For the aforementioned example, the Loan ID should be 777780006U03G77778001.</p>
25	<p>If you have loaded the provided Test ISIR file, some of the following data for this unsubsidized loan transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student’s Last Name: “Test6”</p> <p>Student’s First Name: “Student”</p> <p>Student’s Middle Initial: “S”</p> <p>Student’s Permanent Address: “6 Main Street” “Newark, NJ 07111”</p> <p>Student’s Telephone Number: “666-666-6666”</p> <p>Student’s Local Address: “6 Main Street”</p>

Case #6—Unsubsidized Loan	
Step	Action/Input
	<p>“Newark, NJ 07111”</p> <p>Student’s E-mail Address: “Test6@testing.edu”</p> <p>Student’s Birth Date: “06/06/1978”</p> <p>Student’s Citizenship: “1” (U.S. Citizen)</p> <p>Student’s Alien Registration Number: “blank”</p> <p>Student’s Default on Education Loans: “N” (No, not in default)</p> <p>Student’s College Grade Level: “6” (graduate student)</p> <p>Dependency Status: “I”</p>
26	<p>Loan-specific data:</p> <p>Loan Period Start Date: “07/02/2002”</p> <p>Loan Period End Date: “07/01/2003”</p> <p>Loan Amount: “3225”</p> <p>(Student’s) Academic Year Start Date: “07/02/2002”</p> <p>(Student’s) Academic Year End Date: “07/01/2003”</p> <p>Additional Unsubsidized Eligibility up to Health Profession Programs Amount: “blank”</p> <p>Note: If a school’s system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record.</p>
27	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: “07/07/2002”</p> <p>1st Anticipated Disbursement Gross Amount: “1613”</p> <p>Disbursement Fee Amount: “48”</p> <p>Interest Rebate Amount: “24”</p> <p>Disbursement Net Amount: “1589”</p> <p>2nd Anticipated Disbursement Date: “07/15/2002”</p> <p>2nd Anticipated Disbursement Gross Amount: “1612”</p> <p>Disbursement Fee Amount: “48”</p> <p>Interest Rebate Amount “24”</p> <p>Disbursement Net Amount: “1588”</p>

Case #6—Unsubsidized Loan	
Step	Action/Input
28	Save the record to your system.

Case #7—Subsidized and Unsubsidized Loan	
Step	Action/Input
29	<p>Create a Subsidized Loan Origination record for Student #7 with an SSN = ###-##-0007, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0007.</p>
30	<p>Verify that the Loan ID created by the system is correct. For the aforementioned example, the Loan ID should be 777780007S03G77778001.</p>
31	<p>If you have loaded the provided Test ISIR file, some of the following data for this subsidized loan transmission may already be available in your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student's Last Name: "Test7"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "S"</p> <p>Student's Permanent Address: "7 Main Street" "Fort Lauderdale, FL 37781"</p> <p>Student's Telephone Number: "777-777-7777"</p> <p>Student's Local Address: "7 Main Street" "Fort Lauderdale, FL 37781"</p> <p>Student's E-mail Address: "Test7@testing.edu"</p> <p>Student's Birth Date: "07/07/1980"</p> <p>Student's Citizenship: "1" (U.S. Citizen)</p> <p>Student's Alien Registration Number: "blank"</p> <p>Student's Default on Education Loans: "N" (No, not in default)</p> <p>Student's College Grade Level: "2" (2nd year, sophomore)</p> <p>Dependency Status: "D"</p>
32	Loan-specific data:

Case #7—Subsidized and Unsubsidized Loan	
Step	Action/Input
	<p>Loan Period Start Date: “07/02/2002”</p> <p>Loan Period End Date: “07/01/2003”</p> <p>Loan Amount: “2000”</p> <p>(Student’s) Academic Year Start Date: “07/02/2002”</p> <p>(Student’s) Academic Year End Date: “07/01/2003”</p> <p>Additional Unsubsidized Eligibility up to Health Profession Programs Amount: “blank”</p> <p>Note: If a school’s system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record.</p>
33	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: “07/07/2002”</p> <p>1st Anticipated Disbursement Gross Amount: “1000”</p> <p>Disbursement Fee Amount: “30”</p> <p>Interest Rebate Amount: “15”</p> <p>Disbursement Net Amount: “985”</p> <p>2nd Anticipated Disbursement Date: “07/15/2002</p> <p>2nd Anticipated Disbursement Gross Amount: “1000”</p> <p>Disbursement Fee Amount: “30</p> <p>Interest Rebate Amount “15</p> <p>Disbursement Net Amount: “985”</p>
34	Save the record to your system.
35	<p>Create an Unsubsidized Loan Origination record for Student #7 with an SSN = ###-##-0007, where ###-## represents the five characters of the specified test mailbox (TG Number).</p> <p>For example: If the specified test mailbox is TG77778, the SSN for this student is 777-78-0007.</p>
36	<p>Verify that the Loan ID created by the system is correct. For the aforementioned example, the Loan ID should be 777780007U03G77778001.</p>
37	<p>If you have loaded the provided Test ISIR file, some of the following data for this unsubsidized loan transmission may already be available in</p>

Case #7—Subsidized and Unsubsidized Loan	
Step	Action/Input
	<p>your system.</p> <p>Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.</p> <p>Student data:</p> <p>Student's Last Name: "Test7"</p> <p>Student's First Name: "Student"</p> <p>Student's Middle Initial: "S"</p> <p>Student's Permanent Address: "7 Main Street" "Fort Lauderdale, FL 37781"</p> <p>Student's Telephone Number: "777-777-7777"</p> <p>Student's Local Address: "7 Main Street" "Fort Lauderdale, FL 37781"</p> <p>Student's E-mail Address: "Test7@testing.edu"</p> <p>Student's Birth Date: "07/07/1980"</p> <p>Student's Citizenship: "1" (U.S. Citizen)</p> <p>Student's Alien Registration Number: "blank"</p> <p>Student's Default on Education Loans: "N" (No, not in default)</p> <p>Student's College Grade Level: "2" (2nd year, sophomore)</p> <p>Dependency Status: "D"</p>
38	<p>Loan-specific data:</p> <p>Loan Period Start Date: "07/02/2002"</p> <p>Loan Period End Date: "07/01/2003"</p> <p>Loan Amount: "1500"</p> <p>(Student's) Academic Year Start Date: "07/02/2002"</p> <p>(Student's) Academic Year End Date: "07/01/2003"</p> <p>Additional Unsubsidized Eligibility up to Health Profession Programs Amount: "blank"</p> <p>Note: If a school's system does not automatically generate a loan origination date, the school must enter a loan origination date on its record layout. Otherwise, COD rejects the origination record.</p>
39	<p>Anticipated Disbursement data:</p> <p>1st Anticipated Disbursement Date: "07/07/2002"</p>

Case #7—Subsidized and Unsubsidized Loan	
Step	Action/Input
	<p>1st Anticipated Disbursement Gross Amount: “750”</p> <p>Disbursement Fee Amount: “22”</p> <p>Interest Rebate Amount: “11”</p> <p>Disbursement Net Amount: “739”</p> <p>2nd Anticipated Disbursement Date: “07/15/2002”</p> <p>2nd Anticipated Disbursement Gross Amount: “750”</p> <p>Disbursement Fee Amount: “22”</p> <p>Interest Rebate Amount “11”</p> <p>Disbursement Net Amount: “739”</p>
40	Save the record to your system.
41	The data file for the three subsidized and two unsubsidized loans can be prepared now. The file should use message class DTSF03IN with a batch type of #D. Once this file has been created, compare it with the expected results provided by the COD School Relations Center.

Send Files to COD	
Step	Action/Input
42	Transmit the two data files to COD via the SAIG. It is important to send the same files (PTOR03IN and DTSF03IN) created in steps 10 and 35 if the school participates in both Pell and Direct Loans programs.
43	The COD system processes the records transmitted to COD (PTOR03IN, DTSF03IN). Acknowledgments are placed on the SAIG to be retrieved by the school.

Receive Acknowledgments from COD	
Step	Action/Input
44	Import the Pell Origination Acknowledgment into the school’s system. The message class should be PTOA03OP, and the batch type should be #O. Compare the file with the expected results provided by the COD School Relations Center.
45	<p>Import the Direct Loan Full Loan Origination Acknowledgment into the school’s system. The message class should be DTSF03OP, and the batch type should be #D. Compare the file with the expected results provided by the COD School Relations Center.</p> <p>Note: In addition to the loan status, this acknowledgement provides the MPN Status and MPN Indicator for each loan record.</p>

Receive Acknowledgments from COD	
Step	Action/Input
46	COD verifies the results and the successful completion of the first submission cycle. The school should not proceed to the second submission cycle until it receives a verification call from COD regarding Cycle 1.

3.7 Second Submission Cycle

In the second submission cycle, the school performs the following steps:

- Submit updates to the Pell origination record for Student #2
- Create Pell disbursement records for Student #2 and #3.
- Create Direct Loan change records for Student #4, and #6.
- Create Direct Loan first actual disbursement records for Student #4, #5 and #6.

Note: Student #1 and Student #7 are not part of Cycle 2.

If a school does not participate in Pell, it may skip ahead to case #4. Conversely, if a school does not participate in Direct Loans, skip test cases 4-6

Once the school creates the additional origination records, change records, and the actual disbursement records, it generates four files (batches) to be sent to COD:

Files Sent to COD			
File Description	Batch Type	Message Class	Number of Records in File Detail
Pell Origination	#O	PTOR03IN	1
Pell Disbursement	#D	PTDR03IN	2
DL Loan Origination Change Record	#E	DTSC03IN	2
DL Disbursement Record	#H	DTSD03IN	3

COD processes the files and sends the school five files:

Files Processed by COD			
File Description	Batch Type	Message Class	Number of Records in File Detail
Pell Origination	#O	PTOA03OP	1

Acknowledgment			
Pell Disbursement Acknowledgement	#D	PTDA03OP	2
DL Loan Origination Change Acknowledgment	#E	DTOC03OP	2
DL Disbursement Acknowledgment	#H	DTOD03OP	3
DL Booking Notification	#B	DTOD03OP	3

The following steps assist the school in completing these tasks:

Steps for Schools	
Step	Action/Input
0	For the purpose of this test, promissory notes and promissory note acknowledgments are not generated. During Cycle 1, COD simulated MPNs on file for these students and the loan records were linked to the notes. The MPN status was returned in Cycle 1 on the DL Loan Origination Acknowledgement. Case # 1 (Pell) and Case #7 (Direct Loan) are NOT in Cycle 2.

Case #2—Pell	
Step	Action/Input
1	Retrieve the Pell record for student ###-##-0002.
2	Create a Pell Disbursement #1: <div style="display: flex; justify-content: space-between;"> <div>Origination ID:</div> <div>(on ISIR)</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Disbursement Reference Number:</div> <div>“01”</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Debit/Credit Indicator Flag:</div> <div>“P” (positive)</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Disbursement Amount:</div> <div>“ 425.00”</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Disbursement Date:</div> <div>“2002-07-02</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Payment Period Start Date</div> <div>“2002-07-01”</div> </div>
3	Save the record in your system.

Case #3—Pell	
Step	Action/Input
4	Retrieve the Pell record for student ###-##-0003.
5	Create a Pell Disbursement #1:

Case #3—Pell	
Step	Action/Input
	Origination ID: (on ISIR) Disbursement Reference Number: “01” Debit/Credit Indicator Flag: “P” (positive) Disbursement Amount: “2000.00” Disbursement Date: “2002-07-02” Payment Period Start Date “2002-07-01”
6	Create a Pell Disbursement #2: Origination ID: (on ISIR) Disbursement Reference Number: “02” Debit/Credit Indicator Flag: “P” (positive) Disbursement Amount: “2000.00” Disbursement Date: “2002-07-15” Payment Period Start Date “2002-07-01”
7	Save the record in your system.

Case #4—Subsidized Loan	
Step	Action/Input
8	Retrieve the Subsidized record for student ###-##-0004.
9	Create a Loan Origination Change record for this loan. Change the Student’s SSN: From: “###-##-0004” To: “###-##-1004” Change the Student’s Last Name: From: “Test4” To: “Change4” Change the permanent address: From: “4 Main Street” To: “4 Moved Street” From: “Newark” To: “Portland” From: “NJ” To: “OR” From: “07111” To: “97232”
10	Create a Disbursement Record for the first actual disbursement:

Case #4—Subsidized Loan		
Step	Action/Input	
	Disbursement Number:	“1”
	Disbursement Activity:	“D”
	Transaction Date:	“07/07/2002”
	Disbursement Sequence Number:	“01”
	1st Disbursement Gross Amount:	“1613”
	Fee Amount:	“48”
	Interest Rebate Amount:	“24”
	Disbursement Net Amount:	“1589”
11	Save the record to your system.	

Case #5—Subsidized Loan		
Step	Action/Input	
12	Retrieve the Subsidized record for student ###-##-0005.	
13	Create a Disbursement Record for the first actual disbursement: Disbursement Number: “1” Disbursement Activity: “D” Transaction Date: “07/07/2002” Disbursement Sequence Number: “01” Gross Amount: “2500” (-)Fee Amount: “75” (+)Interest Rebate Amount: “38” Net Amount: “2463”	
14	Save the record to your system.	

Case #6—Unsubsidized Loan		
Step	Action/Input	
15	Retrieve the Unsubsidized record for student ###-##-0006.	
16	Create a Loan Origination Change record for this loan. Change the Loan Amount Approved: From: 3225 To: 2800 Change the first anticipated disbursement: Gross Amount From: “1613” To: “1400”	

Case #6—Unsubsidized Loan			
Step	Action/Input		
	Fee Amount	From: “48”	To: “42”
	Interest Rebate Amount:	From: “24”	To: “21”
	Net Amount:	From: “1589”	To: “1379”
	Change the second anticipated disbursement as follows:		
	Disbursement Gross Amount:	From: “1612”	To: “1400”
	Fee Amount:	From: “48”	To: “42”
	Interest Rebate Amount:	From: “24”	To: “21”
	Net Amount:	From: “1588”	To: “1379”
17	Save the record to your system before proceeding.		
18	Create a Disbursement Record for the first actual disbursement:		
	Disbursement Number:	“1”	
	Disbursement Activity:	“D”	
	Transaction Date:	“07/07/2002”	
	Disbursement Sequence Number:	“01”	
	1 st Disbursement Gross Amount:	“1400”	
	Fee Amount:	“42”	
	Interest Rebate Amount:	“21”	
19	Net Amount:	“1379”	
19	Save the record to your system.		

Send Files to COD	
Step	Action/Input
20	The data files for the Pell Originations can be prepared now. The file should use message class PTOR03IN with a batch type of #O.
21	The data files for the Pell Disbursements can be prepared now. The file should use message class PTDR03IN with a batch type of #D.
22	The data files for the DL Loan Origination Change Records can be prepared now. The file should use message class DTSC03IN with a batch type of #E.
23	The data files for the DL Disbursement Records can be prepared now. The file should use message class DTSD03IN with a batch type of #H.
24	Transmit the four data files to COD via the SAIG.
25	The records transmitted to COD are processed by the COD System.

Send Files to COD	
Step	Action/Input
	Acknowledgments are placed on the SAIG for the school to retrieve.

Receive Acknowledgments from COD	
Step	Action/Input
26	Import the Pell Origination Acknowledgment into the school's system. The message class should be PTOA03OP, and the batch type should be #O.
27	Import the Pell Disbursement Acknowledgment into the school's system. The message class should be PTDA03OP, and the batch type should be #D.
28	Import the DL Loan Origination Change Acknowledgment into the school's system. The message class should be DTOC03OP, and the batch type should be #E.
29	Import the DL Disbursement Acknowledgment into the school's system. The message class should be DTOD03OP, and the batch type should be #H.
30	Import the DL Booking Notification into the school's system. The message class should be DTOD03OP, and the batch type should be #B.
31	Contact the COD School Relations Center to verify the results and successful completion of the second submission cycle.

4.0 Wrap-Up

This section describes the final steps associated with the testing process and provides some suggestions for the school during the conversion to a production status.

4.1 Notification of Results

The COD School Relations Center notifies the contact person at the participating school of the results of each test submission cycle. If problems are discovered, a retest is scheduled. The contact person should be available during the testing period to assist, analyze problems, and coordinate any follow-up tests that may be required.

4.2 Preparing for Conversion

The school should clean out the system (for example, remove all test data) before sending production data. Ensure that the system date is changed back to the current date and that message classes and destinations have been changed from 'test' to 'production.'

Warning: All test data must be removed from a school's system prior to beginning actual processing and before sending production (live) data to COD.

Warning: Test Message Classes and the Test Destination Mailbox CANNOT be used to process production data.